

**FIRE PUBLIC EDUCATION OFFICER
STUDY GUIDE**

A written examination for the class of **FIRE PUBLIC EDUCATION OFFICER** to be administered in **RUSTON** on **AUGUST 15, 2006**, will consist of approximately 100 multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
FIRE SERVICE MANAGEMENT Knowledge of the principles of effective fire service management involving researching, planning, organizing, directing, inspecting, and evaluating departmental operations; and financial management for the public fire education program.	31.0%
INFORMATION MANAGEMENT/WRITTEN COMMUNICATIONS Knowledge of effective information management practices, including preparation, content, format, control, and retention of departmental records; and knowledge of written communications, including the compilation, analysis, and organization of data into an effective written format for correspondence, reports, or other department communications.	19.0%
PUBLIC RELATIONS Knowledge of the procedures for planning and implementing an effective public relations program, including public relations practices which foster a positive public image of the department through contact with the media, other agencies, and the public; and public speaking.	19.0%
SUPERVISION Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and review the work of subordinates.	8.0%
TRAINING Knowledge of the procedures for implementing an effective training program for the public education program, including serving as an instructor.	8.0%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
FIRE PREVENTION AND INVESTIGATION Knowledge of fire prevention procedures and life safety codes sufficient to enforce codes, to perform or direct fire inspections, to collect information for pre-fire planning; and knowledge of fire investigation procedures sufficient to determine the cause, origin, and circumstances of a fire.	15.0%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sources from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

EFFECTIVE SUPERVISORY PRACTICES, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 4th ed., 2005.

NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:

FIRE PROTECTION HANDBOOK, NFPA, 19th ed., 2003.

INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS (Training Manuals):

Fire and Emergency Services Instructor, 6th ed., 1999.

Fire Department Company Officer, 3rd ed., 1998.

Fire and Life Safety Educator, 2nd ed., 1997.

MANAGING FIRE AND RESCUE SERVICES, International City Management Association (ICMA), 1140 Connecticut Ave., N.W., Washington, D.C. 20036, 1st ed., 2002.

NOTE: Available through LSU Firemen Training Program or IFSTA Fire Protection Publications.

EFFECTIVE PUBLIC RELATIONS, Cutlip, Scott M./Center, Allen M./Broom, Glen M., Prentice-Hall, Inc., A Simon & Schuster Company, Upper Saddle River, NJ 07458, 8th ed., 2000.

ADVANCED SUPERVISORY PRACTICES, International City/County Management Association, 777 N. Capitol Street N.E., Suite 500, Washington, D.C. 20002-4201, 1992.

KIRK'S FIRE INVESTIGATION, Brady, A Prentice-Hall Division, Englewood Cliffs, New Jersey, 07632, 5th ed., 2002.

BUSINESS COMMUNICATIONS, Dumont, Raymond, and Lannon, John, Southeastern Massachusetts University, Little, Brown and Company, Boston, 2nd ed., 1987.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material(mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.